

PACK SALE DUTIES
DONE BY BOOKKEEPER

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1. Calculate sales for 100 markets.
(\$342,136.81 As per last year)
 2. Calculate deductions for 100 markets.
(Wholesaler & Promoter - \$283,595.75 As per last year)
 3. Prepare monthly/quarterly/yearly sales tax returns for 32 states. (\$19,652.16 As per last year)
 4. Deposit pack sale money to proper account for 100 markets.
(\$56,381.06 As per last year)
 5. Follow up with each state account for any needed permits, licenses, or ongoing reporting. (\$2,463.84 As per last year)
 6. Provide sales figures and individual state & county information to the accountant monthly.
 7. Balance each pack sale market after all expenses are paid in 100 markets.
 8. Set-up and finance any lines of credit for wholesaler in 100 markets and provide starting draw money for registers.
 9. Do overall accounting spreadsheet after all markets are complete and balanced.
 10. Keep track of all accounting fees due on 100 pack sale markets.
 11. Oversee credit card account for any reversal or chargebacks.
 12. Balance and maintain checking/savings account for pack sale money.

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